



APPLICATION FOR RECORDS RETENTION SCHEDULE

850815-01

Georgia Department of Labor
Administrative Services
Facilities and Support Services
Records Management and Control

INSTRUCTIONS: The Records Management Officer of the Records Management and Control Unit will be of assistance in completing this form. After Division Director/Designee has signed the form, forward original to Records Management and Control, 130 Memorial Drive, S. W., Atlanta, Georgia 30303. Attention: Records Management Officer

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Georgia Department of Labor Field Services 254 Washington Street Atlanta, Georgia 30334	Application Number	85-88
Application Number		Date Received AUG 15 1985	Date Completed JAN 3 1986
2. Person to Contact Roger Reece		Working Title Chief, Assignments and Administrative Unit	Telephone Number 656-6782
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1980	Latest present	5. Records Series Title (followed by title used in office; if different) Safety and Employment Standards Inspection Reports	
6. Division and Office Function Field Services: (as related to Safety Inspections) Responsibility to enforce the state's labor laws and maximize specific health and safety standards by inspection of all businesses subject to provisions of such laws as contained in the Official Code of Georgia, Annotated, Titles 8-2-90 thru 8-2-95, also 8-2-100 thru 8-2-110, 34, 39, 46-3-30 thru 46-3-39 and 300-3-7. The Field Services Division will have specific supervisory responsibility for improving conditions in the work force through minimizing specific health and safety hazards by basic inspection and certification of amusement rides, elevators, moving sidewalks, boilers and pressure vessels, also by enforcing child labor, sex discrimination, minimum wage, safety glass and high voltage laws and regulations applicable to Department of Labor.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Inspections in person are performed at businesses with the following items being investigated: Child Labor, Equal Pay, Minimum Wage, Safety Glass, High Voltage, and Pressure Vessels. Included are: Form ID-216 "Inspection Report" File is arranged: by month/year, thereunder alphabetically by name of employer			
8. Monthly Reference Rate One to six months old <u>10</u> ; Seven to twelve months old <u>5</u> ; Thirteen to twenty-four months old <u>1</u> ; twenty-five months and older <u>1</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>3</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

(Over)

DOL-144 (R-5/85)

YES	NO	10. Questionnaire (Place "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? copy is kept by employer (business)
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ years. |
| c. Federal Law | 3 years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Federal Regulations Applicable to State Employment Service - 29-B-XIV-1627.3

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then.

- ☒ Hold in the current files area 12 month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 2 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

File series to be cut off at end of each Calendar Year; hold in current files area 12 months; transfer to State Records Center hold 2 years, then destroy after completion and release of all State and Federal audit requirements, litigation and/or claims.

These instructions apply to all prior and future accumulations of the series.

Division Director/Designee (Signature)	Date	Records Management Officer (Signature)	Date
Don R. Bryant	8/1/85	William H. Johnson for J. B. SHOT	8-12-85
Assistant Commissioner (Administration) (Signature)	Date	Chief, Records Management & Control (Signature)	Date
Ray E. Hollingsworth	8/5/85	William H. Johnson	8-12-85
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee	State Records Committee (Signature)	Date
	Secretary of State/Designee	Edward Weldon	12-10-85
	Attorney General/Designee	Henry Shugart	Dec. 5, 1985

(Reverse Side)